

**Instructions for Completing the
Title V Senior Community Service Employment Program (SCSEP)
CDA 29 (Rev 3/07)**

The Monthly Expenditure Report and Request for Funds form (CDA 29) is designed for reporting program expenses and requests for funds for the Title V SCSEP. All reported costs and requests for funds entered into the CDA 29 should be rounded to the nearest dollar.

The completed CDA 29 must be sent as an email attachment to the appropriate AAA-Based Team email box and is due by the 15th of each month. Signatures of the AAA director and staff are not required.

In the top section of the form, please enter the following information:

- Your assigned Planning and Service Area number
- The Contractor Agency name as it appears on the Standard Agreement (STD 213)
- The street address
- The city, state, and ZIP code
- The date the report is completed
- The Fiscal Year corresponding to the reporting month
- The Contract Number as it appears on the STD 213

A. EXPENDITURES Month: Year:

- Enter the month and year for reported expenditures.

Line 1. Federal Share

- Enter the amount of federal funds expended for each cost category during the reporting month.
- **AAA ADMINISTRATION:** Add General Costs to Indirect Costs to calculate Total Admin costs (columns a+b=c).
- **PROGRAM COSTS:** Add Project Admin, Program PWFB, and Program Other to calculate Total Program costs (columns d+e+f=g).
- Add Total Admin to Total Program to calculate the final Total (columns c+g=h).

Line 2. State Share

- **PROGRAM COSTS:** Enter the State funds expended during the reporting month for Program PWFB. This is also your Total (column e=g and h).

Line 3. Local Match Cash

- For each cost category, enter the amount of cash (non-federal and non-State funds) contributed locally as cash match to support the program during the reporting month.
- **AAA ADMINISTRATION:** Add General Costs to Indirect Costs to calculate Total Admin costs (columns a+b=c).
- **PROGRAM COSTS:** Add Project Admin, Program PWFB, and Program Other to calculate Total Program costs (columns d+e+f=g).
- Add Total Admin to Total Program to calculate the final Total (columns c+g=h).

Line 4. Local Match In-Kind

- For each cost category, enter the dollar value of goods and/or services contributed at the local level as in-kind match to support the program for the monthly reporting period.
- **AAA ADMINISTRATION:** Add General Costs to Indirect Costs to calculate Total Admin costs (columns a+b=c).
- **PROGRAM COSTS:** Add Project Admin, Program PWFB, and Program Other to calculate Total Program costs (columns d+e+f=g).
- Add Total Admin to Total Program to calculate the final Total (columns c+g=h).

Line 5. Total Expenditures

- Add lines 1 through 4 in each column to calculate the Total Expenditures.

B. REQUEST FOR FUNDS Month: Year:

- Enter the month and year for requested Title V funds.
 - For example, when you report expenditures for July, you request funds for September.

Line 6

- Enter your Federal Fund Request.

Line 7

- Enter your State Fund Request.

Note: When requesting funds for a fiscal year that is different than the fiscal year for the expenditure reporting period, use a separate CDA 29.

For State Use only

- This Section is to be completed by CDA staff.